

## **Terms to know:**

**DMRs – Discharge Monitoring Reports**

**CORs – Official Copy of Record**

## **NetDMR How to ...**

### **CREATE AN ACCOUNT**

- Go to NetDMR production site - <https://netdmr.epa.gov/netdmr/public/home.htm>
- Select Regulatory Authority (drop down menu) – Choose Kentucky DEP, click Go
- New to NetDMR? Click on First time users can “register for a new account”
- Create a NetDMR Account – Fill in all required entries
- Type of User –
  - Permittee User – for facilities (and those who sign DMRs) only
  - Data Provider – for laboratories only
  - Internal User – for state agency only (DO NOT USE)
- Click Submit
- Verify your information and click Verify
- Confirm NetDMR Account Request, click OK
- You will receive an email at the account provided from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) to Activate Your NetDMR Account, the email will contain a link for you to click on (this must be done within 60 days of creating your account), click on the link, this will take you to Complete NetDMR Account Creation Process, answer the question, create your password and click Submit
- You will see NetDMR Account Created, from this page you can click on the link to take you to the NetDMR test site.
- You will also receive an email, Your NetDMR Account Has Been Created

### **LOG IN**

- Go to NetDMR production site - <https://netdmr.epa.gov/netdmr/public/home.htm>
- Select Regulatory Authority (drop down menu) – Choose Kentucky DEP, click Go
- Logon to NetDMR
- Enter your User Name and Password
- Click Submit